

SECRETARY

DEFINITION

To take dictation and transcribe notes; and to perform a wide variety of general clerical and secretarial duties as required in an assigned department.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; standard municipal accounting practices and financial record keeping; telephones, Fax machines, PC terminals, printer, calculator, adding machine, cash register, copy machine, and various resource materials.

WORKING CONDITIONS

Inside work. Work requires the ability to work independently in the absence of supervision.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. The work requires ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds (files, records, etc.).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from professional or management personnel or a higher level secretarial position.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Take and transcribe dictation; attend various meetings and take and transcribe minutes.

Coordinate and participate in the preparation and processing of agendas; ensure that staff reports are typed and that agenda packet is complete including all staff reports and related supporting documents; coordinate and duplication, collation, and distribution of agenda packets.

Prepare and distribute notices, action reports, letters and other correspondence as required by action taken in meetings.

Serve as back-up Secretary to the various City boards and commissions as necessary.

Open, sort and distribute department mail.

Perform general clerical and secretarial support services for the department or division to which assigned including making appointments, typing and filing, and checking and recording information on records.

Check and review a variety of data for completion and conformance with established regulations and procedures.

Compile information and data for statistical and financial reports.

Act as receptionist; screen calls and visitors, and answer inquiries as applicable.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and equipment.

Business letter writing.

Record keeping principles and procedures.

Organization, procedures, and operating details of the City department to which assigned.

City government organization, functions, policies, rules and regulations.

Ability to

Communicate clearly and concisely, orally and in writing.

Compose general correspondence and letters.

Work cooperatively with other departments, City officials, and outside agencies.

Interpret and apply administrative and departmental policies, laws, and rules.

Operate and use modern office equipment.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records and prepare reports.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of responsible secretarial and clerical experience.

Education

Equivalent to a twelfth grade education including or supplemented by specialized clerical courses.